

1320 Research Park Drive  
Manhattan, Kansas 66502  
(785) 564-6700



900 SW Jackson, Room 456  
Topeka, Kansas 66612  
(785) 296-3556

Jackie McClaskey, Secretary

Governor Sam Brownback

## Approved Tagging Site/ Tag Distributor User Agreement

The purpose of this agreement is to maintain the integrity and control the application and distribution of official eartags as defined by 9CFR 86.4. Please read these terms of agreement carefully.

An approved tagging site is a facility where livestock may be officially identified on behalf of the owner or person in possession, care or control of the animals when they are brought to the facility. Animals requiring official identification may be moved to these sites without prior official identification, provided the site can maintain the individual identity of animals until they are officially identified.

Check one:    Tagging Site ☐    Tag Distributor ☐

Facility Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_ FAX: \_\_\_\_\_

### Responsibilities of Approved Tagging Site/ Tag Distributor:

1. **Ordering tags:** Official NUES tags may be ordered in increments of 1000 by calling the Kansas Department of Agriculture, Division of Animal Health at (785) 564-6601.
2. **Applying tags:** Officially identify all animals in accordance with 9 CFR 86, including:
  - Officially identify animals required to be identified before commingling with animals from different premises, or use a backtag or other method to accurately maintain the animal's identity until the official eartag is applied so the official identification can be correlated to the person responsible for shipping the animal;
  - Only apply official eartags to animals not already officially identified (except as provided in 9 CFR 86.4(c));
  - Do not remove official identification devices unless authorized by an animal health official (see 9CFR 86.4(d) and (e)).
3. **Distributing Tags:** Official tags may only be distributed to the end-user; the owner or person responsible for the animals tagged. Tags are not to be shared among multiple end-users.
4. **Reporting tag application:** Submit records of tag application/ distribution within 30 days to Kansas animal health officials. All reported information is kept secure and confidential. The report must include, at a minimum:
  - The name, physical address, city, state and zip code of the owner or person responsible for animals tagged;
  - The official identifications numbers of the tags applied/ distributed associated with the owner or person responsible for the animals; and
  - The date the official identification eartags were applied/ distributed.
5. **Recordkeeping:** Maintain records of official identification eartags received and applied/ distributed for a minimum of five years. Also maintain an accurate inventory of tags and records in a secure place accessible only to tag applicator/ distributor personnel.
6. **Security:** Ensure the security of official eartags, application/ distribution records and inventory. Limit accessibility to only tag applicator/ distributor personnel. Immediately report any lost or stolen tags to Kansas animal health officials.

**Responsibilities of Kansas animal health officials:**

1. Oversee the administration of tagging sites/ tag distributors in Kansas as agreed to by state and federal animal health officials.
2. Provide the tagging site/ tag distributor, upon receipt of an order, with an adequate supply of official NUES eartags.
3. Keep a record of official eartags provided to the tagging site/ tag distributor.
4. Provide a recording form for the tagging site/ tag distributor to maintain as tags are applied/ distributed and instructions for reporting tag application/ distribution records.
5. Provide education and oversight of the distribution record system and inventory control.

Approved tagging sites/ tag distributors will be listed on [agriculture.ks.gov/animalhealth](http://agriculture.ks.gov/animalhealth).

**SIGNATURES**

Name and address of person responsible for tag ordering, applying/ distributing, reporting, recordkeeping, and security:

\_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Name and address of Tagging Site facility owner/ operator (if different from above):

\_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Kansas Animal Health Commissioner signature: \_\_\_\_\_ Date: \_\_\_\_\_

USDA Assistant District Director signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMIT FORM**

[tagdistribution@kda.ks.gov](mailto:tagdistribution@kda.ks.gov) FAX: (785) 564-6778

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Manhattan, KS 66502